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TRANSMITTAL SLIP	DATE
TO: OLL Registry	
ROOM NO. 7B24	BUILDING
REMARKS:	

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FROM: C/P+PD	
ROOM NO. 158	BUILDING P+P

FORM NO. 241 REPLACES FORM 36-8

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Central Intelligence Agency

OLL 84-3900

File: "R. Annunzio, F."

LEGISLATIVE LIAISON
84-3900

Washington, D.C. 20505

26 OCT 1984

The Honorable Frank Annunzio
Chairman
Joint Committee on Printing
Congress of the United States
Washington, D.C. 20510

Dear Mr. Chairman:

In response to your memorandum to Heads of Departments and Agencies concerning the establishment of the Rapid Response Center (RRC), I am submitting a copy of the survey form which has been forwarded to the Joint Committee on Printing (JCP) Survey Team. I am pleased to report that during this first year, this Agency will submit at least 25 requests for fast-turnaround form work to be completed at the RRC. This figure does not include an additional 100 requests we anticipate sending to the Government Printing Office, Customer Services Division for outside contractors.

This Agency commends the JCP for planning and establishing the RRC. We will make use of your services when possible and wish you much success in providing expeditious printing support for the Washington Metropolitan Area.

Sincerely,

/s/Charles A. Briggs

Charles A. Briggs
Director, Office of Legislative Liaison

Enclosure

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Congress of the United States
Joint Committee on Printing

CHARLES McC. MATHIAS, Jr., Senator from MD, Vice Chairman
MARK O. HATFIELD, Senator from OR
HOWARD H. BAKER, Jr., Senator from TN
WENDELL H. FORD, Senator from KY
CLAIBORNE PELL, Senator from RI

818 Hart Senate Office Bldg.
U.S. Senate
Washington, DC 20510
Phone: 224-9241

October 1, 1984

TO: Heads of all Federal Departments and Agencies

In a constant effort to ensure that government agencies in the National Capital Area receive the most complete and efficient printing services, the Joint Committee on Printing has recently completed a thorough evaluation of the Government Printing Office, Departmental Service Office (DSO). This evaluation has concluded that there is a continuing need in this geographic area for a specialized printing organization, at the same location in the Washington Navy Yard, to bridge the gap between internal agency capabilities and the services that the Government Printing Office, Central Office is equipped to provide. For this reason, the Joint Committee has determined that the DSO will be redesignated as the Rapid Response Center, National Capital Area (RRC), will be modernized and upgraded and will be assigned to provide short-turnaround printing and related services within the area of Washington, DC, Northern Virginia, and Maryland. The services will include both production and procurement capabilities.

More specifically, the services to be provided by the RRC include printing jobs with work schedules of 21 calendar days from time of receipt at the RRC to the date that delivery is required, with delivery of at least 75 percent of each order to be made to destinations within the geographic area served. In addition, specialty products and services in small volumes, such as die cutting, lamination, numbering, silk screen printing, thermography, odd size and shape products, binding services, mailing services, and camera work, will also be performed.

This policy and direction for the RRC will go into effect immediately. However, in order to maximize the potential for its success, your agency is requested to participate in a survey of potential customer needs (see attached). The results of this survey will be used to project workload levels, to aid in the modernization and upgrading of the facility, and to provide a test for the proposed criteria for RRC services. We request that your response be returned to the Joint Committee by October 31, 1984. Follow-up visits may be made by a survey evaluation team.

During the transition period from the existing configuration to full implementation of the RRC concept, you will see a wide variety of changes taking place. I am pleased to announce that the first such change about to take place is the JCP's reestablishment of a printing procurement office within the RRC. Between now and the completion of all of the changes that are to come, every effort will be made to satisfy agency mission requirements.

With every best wish, I am

Sincerely,

Frank Annunzio

Frank Annunzio
Chairman

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JCP SURVEY OF POTENTIAL RRC CUSTOMER PRINTING NEEDS

Please contact the Joint Committee on Printing staff on (202) 224-5950 if you have any questions on this matter. All correspondence should be addressed to:

Joint Committee on Printing
ATTN: RRC Survey
Hart Senate Office Building
Room 818
Washington, DC 20510

Submitting Agency Central Intelligence Agency **Bureau or Office** Office of Logistics

Location Headquarters, McLEAN **Department contac** [redacted] STAT

Telephone No. [redacted] STAT

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ESTIMATED ANNUAL PRINTING NEEDS FOR RRC

Anticipated number of orders per year 25

Number of orders with an 8 - hour or less delivery —

Number of orders with a 9 - to 24 - hour delivery —

Number of orders with a 2 - to 3 - day delivery —

Number of orders with a 4 - to 7 - day delivery —

Number of orders with an 8 - to 10 - day delivery —

Number of orders with an 11 - to 21 - day delivery 25

PRINTING AND BINDING

Number of orders requiring duplicating or electrostatic copying — Avg. pages — Avg. copies —

Number of book orders (over 96 pages) — Avg. pages — Avg. copies —

Number of pamphlet orders (96 pages or less) — Avg. pages — Avg. copies —

Number of cut sheet form orders (not more than 4 pages)

Carbonless paper X Avg. No. parts 4 Avg. sizes 8 1/2x11 Avg. copies 5,000

Writing paper X Avg. sizes 8 1/2x11 Avg. copies 10,000

Percentage of orders requiring two or more color presswork —

COMPOSITION REQUIREMENT

Composition required on 0-* Camera copy to be provided orders. Number of pages —

Does your agency have telecommunications or floppy disk capability —

Is your agency willing to install a modem etc, necessary for telecommunications —

Is your agency willing to supply floppy disks from word processors or personal computers —

Approximate number of manuscript pages expected —

Approximate number of manuscript pages expected to be transmitted via telecommunications —

Will your agency be using the RRC computer graphics equipment — If so, number of pages weekly —

MAILING/DISTRIBUTION

Number of orders for mailing service only — order

Will your agency use the RRC computerized mailing list management system —

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NUMBER OF ORDERS REQUIRING SPECIALTY ITEMS

Die cutting — Size — Avg. copies _____

Lamination — Size — Avg. copies _____

Numbering — Size — Avg. copies _____

Thermography — Size — Avg. copies _____

Silk screen, printing on binders, etc. X Size 8 1/2 X 11 Avg. copies 100

Other types of specialty items _____

It may be necessary to establish a pick-up and delivery service for the RRC. Will your agency take advantage of a regular daily messenger service if available?

Yes X No _____

COMMENTS: We anticipate sending an additional 100 forms to Main, GPO, Customer Services Division

SUGGESTIONS AND RECOMMENDATIONS:

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